

**DEPARTMENT OF INSURANCE**

ADMINISTRATION & LICENSING SERVICES BRANCH  
PRODUCER LICENSING BUREAU  
320 CAPITOL MALL  
SACRAMENTO, CA 95814  
(800) 967-9331 OR (916) 322-3555  
(916) 327-6907 (FAX) - [www.insurance.ca.gov](http://www.insurance.ca.gov)



## NOTICE

**TO:** All Admitted Insurers and Other Interested Parties

**DATE:** January 2007

**SUBJECT:** Required Electronic Filing – Insurance Company Appointments

The State Office of Administrative Law approved new regulations requiring insurance companies to submit their notices of agent appointments and terminations to the California Department of Insurance (CDI) electronically. Article 12 was added to Title 10, Chapter 5, Subchapter 1 of the California Code of Regulations (CCR) on August 11, 2006.

Within six months of the effective date of these regulations (i.e. February 11, 2007), all insurance companies, unless exempted by Section 2194.43 of the CCR, are required to submit appointments and terminations in an electronic format. The license lines of Insurance affected by these regulations include: Life, Fire and Casualty, and Personal Lines. Other lines included are: Travel Agent, Part Time Fraternal Agents, Disability Only, and Home Protections. Paper appointments or terminations received after the six month grace period, unless exempt, will be considered null and void.

Exceptions to the electronic submission requirements are as follows:

- Insurance Companies that annually appoint and terminate, in the aggregate, 25 or fewer agents. Requests for exceptions to this requirement must be submitted to the CDI in writing with an Action Notice of Appointment (Form 447-54A) or Action Notice of Termination (Form 447-54T) with applicable fees. Form 447-8 may be used to request such an exception.
- Lines of authority not included in Section 2194.42 of the CCR. In those instances, the insurer shall continue to submit paper appointments and terminations. No written request for this exception is needed. (This includes appointments for limited Life Agent under CIC 1749.01 submitted with a Certificate of Exemption form 427-10.)

To submit appointments and terminations electronically to the CDI, you may consider contacting the following entities:

- The National Insurance Producer Registry (NIPR) and its authorized business partners. The NIPR is a subsidiary of the National Association of Insurance Commissioners (NAIC). You may access a list of approved partners at the following Internet address:

[http://www.licenseregistry.com/authorized\\_bus\\_partners.htm](http://www.licenseregistry.com/authorized_bus_partners.htm)

- Any additional vendors authorized by the California Department of Insurance to provide similar electronic submission services will be identified on the Department's official web site ([www.insurance.ca.gov](http://www.insurance.ca.gov)) as they become available. Both the CDI and these regulations do not endorse any particular vendor.

For questions regarding the electronic submission requirements, please contact the Producer Licensing Bureau at (800) 961-9331 or (916) 322-3555.

You can view the Text of the California Code of Regulations, Article 7.5, Sections 2190.20 through 2190.24 on CDI's website at [www.insurance.ca.gov](http://www.insurance.ca.gov). Below is a direct link to the text of the newly adopted regulations located on CDI's website:

<http://www20.insurance.ca.gov/pdf/REG/86410.pdf>

You can also view the regulations on the official California Code of Regulations Website located at <http://www.calregs.com>. When using this website to access regulations promulgated by the Department of Insurance, it can be helpful to remember that all Department of Insurance regulations are located under "Title 10."